

Baraboo Community Development Authority  
Minutes of the Monthly Meeting  
Tuesday, January 5, 2021

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. In the Council Chambers, Baraboo Municipal Building, 101 South Blvd. Baraboo, WI 53913

**I/II. Call to Order/Roll Call**

Present: Wastlund, Fordham, Koehler, Bobholz, Kierzek, Petty, Skare  
Absent: None  
Staff: Patrick Cannon

**III. Note of Compliance with Open Meeting Laws**

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

**IV. Approval of Agenda**

A motion was made to approve the agenda as presented.

Skare (1); Koehler (2)  
Aye: All via voice vote  
Nay: None

**V. Approval of Minutes**

A motion was made to approve the meeting minutes for December 1, 2020 with minor changes

Petty (1); Kierzek (2)  
Aye: All via voice vote  
Nay: None

**VI. Presentation – Public Hearings**

None

**VII. Announcement of Public Events**

No announcements were made

**VIII. Public Comment**

None

**IX. Receipt of Financial Statements and Approval of Vouchers**

- a. December 1, 2020 to December 29, 2020 Vouchers
- b. Financial Statements - November, 2020
- c. Vacancy Report
- d. Outstanding Loan Report
- e. Bank Balances

A motion was made to approve the vouchers from December 1, 2020 to December 29, 2020 as presented.

Fordham (1); Bobholz (2)  
Aye: All via voice vote  
Nay: None

**X. Executive Report**

The report was included in the packet.

**XI. Committee Reports**

**A. BEDC**

Did not meet

**B. Executive Committee**

Met earlier this evening to discuss:

- Contract agreement with Tim Stieve

**C. Finance**

Did not meet this month

**D. Loan Review Committee**

Did not meet this month

**XII. Old Business**

**1. Update on CDA Projects**

**i. Web Site**

**ii. Solar Energy**

No action has been taken. The Board would like to add the Library Project as a standing agenda item.

**XIII. New Business**

**1. Consideration and discussion of a contract with Tim Stieve for project management services with the Library Building Project.**

Earlier in the evening, the Executive Committee discussed the need for an Owner representative on site for the Library Project. They felt that this saves staff time as well as helps the project move efficiently.

Mr. Stieve had previously assisted the CDA in the City Hall project and the Commission felt that he provided great value to that project.

After careful review, the Commission moved award a contract with Mr. Stieve in the amount of \$3,600 per month for the project. The contract would end 60 days post the acceptance of the facility.

Motion:

To approve the contract with Tim Stieve in the amount of \$3,600 per month ending 60 days' post acceptance of the Library Building

Wastlund (1); No second required

Aye: All via voice vote

Nay: None

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**XIII. Board Member Referrals**

None

**XIV. Public Comment**

None

**XV. Adjournment**

Motion:

To adjourn the meeting at 7:32 pm

Koehler (1); Petty (2)

Aye: All via voice vote

Nay: None

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder